



Department of Revenue

Zahra Ali

DEPUTY LIQUOR COMMISSIONER

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Please read carefully as our renewal process is updated

COOK COUNTY LIQUOR CONTROL COMMISSION RENEWAL APPLICATION FOR A RETAIL LIQUOR LICENSE

Dear Renewal Applicant,

Thank you for choosing to operate your business in Cook County. Please be aware that I have recently been appointed as Deputy Liquor Control Commissioner.

Please note, the 2016-2017 licensing period runs from May 1, 2016 to April 30, 2017. All business establishments requiring a retail liquor license must be in compliance with the Cook County Liquor Control Act by obtaining a new license by May 1, 2016. Businesses who do not receive their licenses by that date are not permitted to sell alcoholic beverages at retail in their establishments. To ensure you receive your license by the required date, please complete all renewal steps as soon as possible.

Included with this letter is the 2016 Liquor License Application. Please complete the entire application, all forms included with the application, and sign all documents where indicated. The signatures must be properly notarized. For your convenience, a Notary Public is present at the Cook County Liquor Control Commission so that you may sign and notarize your documents in person at the address above.

For your convenience, a checklist has been included in this packet and a fillable PDF of this application packet is available on our website at <http://www.cookcountyil.gov/cook-county-liquor-commission>. Please use that checklist in conjunction with these instructions to make sure that all the required steps to getting your 2016 Liquor License have been completed.

1. Please complete the attached LIQUOR LICENSE APPLICATION, LIQUOR LICENSE FEE DETAIL & LIQUOR LICENSE APPLICATION FEE in its entirety and return it to:

Cook County Liquor Control Commission Attention:
Allison Marshall Davidson
Special Assistant for Legal Affairs
118 North Clark Street, Room 1160 Chicago, IL 60602

In order for your license to be issued by May 1, 2016, the application must be submitted by April 1, 2016

Payment must be submitted with you Liquor License Application in order for the application to be processed. Payments must be made with Certified Checks, Money Orders or Cashier's Check. Personal or Business Checks, Cash, and Credit Cards are not accepted.

2. The LIQUOR LICENSE INDEBTEDNESS AFFIDAVIT must be completed in full before an applicant will be considered for the issuance of a Liquor License.

3. You are required to file with the Cook County Liquor Control Commission an original CERTIFICATE OF LIQUOR LIABILITY (DRAM SHOP) INSURANCE in an aggregate amount of at least \$1,000,000.00. This certificate must include a 30-day cancellation notice and name the Cook County Liquor Control Commission as a certificate holder. The insurance must be in effect for the period in which the Liquor License is effective, May 1st through April 30th.
4. There are two more fees that must be paid in addition to the Liquor License fees that have already been discussed.

FINGERPRINT FEE (\$34.25 each)

A criminal background check must be conducted through the Cook County Sheriff's Department. Fingerprints must be given in person by each officer in a corporation, each partner in a business partnership, each owner of an individually owned business, and each manager associated with the liquor establishment as indicated on the application.

Please note, you must contact the Vice Section of the Cook County Sheriff's Department at (708) 865-4720 to arrange an appointment for everyone involved including the owner, operator, and manager as listed on the renewal application to be fingerprinted by April 1 in order to receive a valid Liquor License to operate in unincorporated Cook County by May 1, 2016

5. It is highly recommended that you read over and understand the Cook County Alcoholic Liquor Ordinance. For your convenience, please refer to our website at:
<http://www.cookcountyil.gov/cook-county-liquor-commission>

These governing laws are to be fully complied with at all times. The privilege of holding a Liquor License will only be granted and retained by those individuals who comply with all federal, state and local laws. Any failure to follow these laws may result in the denial, revocation or suspension of your Liquor License.

6. The individual submitting the application must have an established residence within Cook County.
7. Once you receive your Cook County Liquor License, you must obtain your State of Illinois Liquor License from the State of Illinois Liquor Control Commission. You must send a copy of your Illinois Liquor License to Allison Marshall Davidson at: allison.marshall@cookcountyil.gov. Failure to obtain a State of Illinois Liquor License is ground for suspension/revocation of your Cook County Liquor License.

Should you have any questions about your application or licensing in general, please contact Allison Marshall Davidson at (312) 603-3743 or me Zahra Ali at (312)603-5498

Sincerely,

Zahra Ali
Deputy Liquor Commissioner